

ORDINANCE 2002-07

AN ORDINANCE ESTABLISHING THE OFFICE OF CITY CLERK/TREASURER:

WHEREAS, the City Council of the City of Somerset has determined that it would be in the best interest of the citizens of Somerset, and would promote the health, safety, and general welfare of the community to establish the office of City Clerk/Treasurer for the conduct of such business as may be necessary for the City.

WHEREAS the governing body by ordinance shall provide for the appointment of the officer of the municipality known as City Clerk/Treasurer.

Section 1. Appointment and Tenure

That the office of City Clerk/Treasurer shall be appointed for an indefinite period and shall be subject to discharge in accordance with the established personnel policies.

Section 2. Compensation

The annual salary of the City Clerk/Treasurer shall be set from time to time by normal procedures for employee payroll.

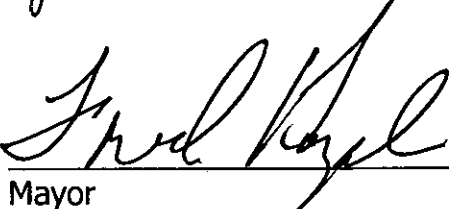
Section 3. General Duties

- a. Act as a municipal payroll officer. Shall countersign all warrants drawn on City Treasury;
- b. Responsible for all accounts receivable and accounts payable. Prepares vouchers for approval and signature;
- c. Responsible for all accounting of all City accounts. Prepares all financial reports required by state or federal government or by City Administrator/City Council;
- d. Shall be the official custodian of the records;
- e. Shall attend each meeting of the governing body of the municipality, and shall keep, in a record provided for that purpose, accurate minutes of the governing body's proceedings;
- f. Executes bonds;
- g. Receive and securely keep all money belonging to the municipality. Shall make all payments. Shall serve as a general accountant of the

- municipality and shall keep regular accounts of the municipal receipts and disbursements. The secretary shall keep each cause of receipt and disbursement separately and under proper headings; and
- h. Performs all other duties required by law, ordinance, resolution, or order of the City Administrator/Governing Body.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SOMERSET ON

THE 9th DAY OF May 2002.



Mayor

ATTEST:

